



SHIVERERS SWIMMING CLUB

Fun, friendly and fast since 1920.



VOLUNTEER ROLES FOR GALAS - SWIMMING TECHNICAL OFFICIALS

Introduction

Swimming galas operate only because of the officials who give up their time to ensure that the rules and regulations are adhered to and galas run as smoothly as possible.

All people who assist in the running of clubs and galas are volunteers and swimming officials are no different. Swimming Technical Officials are a central part of every swimming event and play an important role in ensuring the events run smoothly, safely and within the sport's regulation. Technical Official roles are as follows:

- Judge level 1 (inc timekeeper role)
- Judge level 2 – this requires proven post qualification experience as Judge Level 1
- Judge level 2S – a minimum of 20 hours post qualification experience as judge level 2 before training commences
- Referee – you must be qualified as a Judge Level 2S for a minimum of 1 year and have a minimum of 10 hours experience as a Judge level 2S

Without providing a certain number of officials for each gala entered, club swimmers may not be allowed to enter a gala.

New minimum numbers

Here are the minimum numbers for technical officials required for licensed meets as of 1 March 2015 (to be read in conjunction with Licensed Meet Criteria):

ROLE	MINIMUM NUMBERS			
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<i>L1 and L2 meets require that all officials are qualified and licensed for the role undertaken</i>				
Referee	2	2	1 (licensed & qualified as referee)	1 (licensed & qualified as J2 min)
Starter	1	1	1 (J2 min qual)	1 (J2 min qual)
Judge of Stroke	2	2	2 (J1 min qual)	2 (J1 min qual)
Chief Timekeeper	1	1	1 (J1 min qual)	1 (min J1 in training and qualified timekeeper)
Finish Judge	2	2	2 (J1 min qual)	2 (no qual/training required)
Chief Inspector of Turns	2	2		
Inspector of Turn/ Timekeeper - start end	1 per lane	1 per lane	1 per lane (J1 in training min AND qualified timekeeper)	1 per lane (qualified timekeeper)

Inspector of Turn/ Timekeeper - turning end	1 per 2 lanes	1 per 2 lanes	1 per 2 lanes (J1 in training min AND qualified timekeeper)	1 per 2 lanes (qualified timekeeper)
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Level 3

Inspectors of turn/timekeepers must be qualified as timekeeper and actively working towards a J1 qualification as an absolute minimum. It would be desirable to have qualified J1's at both the start and turn end of the pool.

(min qual = minimum level of qualification required)

Membership and administration

To be an official you must be a member of the club and an ASA member - both of which are paid for by the club. Expenses must be offered to technical officials at galas.

Gala roles

The table on the following pages sets out the various roles at galas. But first, here's a summary of the two key roles we are training Shiverers Volunteers for, in order to meet the new minimum standards set by the ASA.

Timekeeper role

Most parents' first gala job is timekeeper. When doing this job, your duty is to be a gala team player by helping each swimmer in your lane.

Check that s/he is the correct swimmer for your lane by matching with your timing sheet. If your swimmer is not ready because of a mishap (e.g. broken goggles) alert the referee. Count the number of lengths. If the swimmer miscounts you can wave him/her to go on.

Time the race and record the time.

To do your job properly you need to be impartial and must put aside all allegiances to family and club. It is inappropriate to shout encouragement to a swimmer you know. It is also inappropriate to watch a swimmer who is not in your lane (by doing so you may fail in the job you were appointed to do).

If you have any questions, ask the referee - the person who blows the whistle at the start of each race. S/he is usually the most knowledgeable official & will be happy to answer any queries.

J1 (ASA Officials Course Level 1)

This training gives valuable background information about how galas are run. Level 2 covers stroke rules in depth. Courses are paid for by the club and there is no formal examination. The qualification is completed by working sessions at galas for Level 1 as Timekeeper and for Level 2 as Turn Judge.

The training as a Judge Level 1 involves an initial Group Session with a course leader who is allocated by the Sussex County Co-ordinator (Chris Hobbs). This session takes two hours to complete.

You will be provided by a course specific workbook and the ASA Laws and Regulations.

This session is usually followed by a time keeping practical test. If the individual passes this test then a further brief Group Session will be arranged where the course leader will take you through the specific elements of the Judge Level 1 roles and responsibilities and the mentoring process.

Individuals are asked to gain practical experience of being a Judge Level 1 through this mentoring process. To be mentored you will need to attend a variety of galas Level 1, 2 and 3 plus inter-club galas, Sussex League matches and Club Championships, where you will receive support and mentoring in undertaking the roles and function of the judge.

The whole process can take as long as the individual wishes but on average a minimum of 10 gala sessions need to be completed. Once you have completed your workbook, have evidenced your competency in the workbook which has been signed and agreed by the mentors and a referee you will have a practical assessment in the role.

Once qualified as a Judge Level 1 you can then decide if you wish to consider becoming a Judge Level 2.

Summary of gala roles

Timekeeper	Timekeeper: Reports to gala secretary >30 minutes before session and then to allocated lane 10 minutes before session. Familiarises him/herself with watch before start. Starts stopwatch at start of race and at end of race stops watch and presses back-up button and records all times taken in his/her lane.
Gala Secretary	Gala Secretary: Should report at start of warm up. Tasks: to ensure that volunteers report and enter name legibly on attendance sheet and to keep announcer informed on those failing to report. Job ends when gala starts.
Programmes	Programmes: Should report at start of warm up. Sell programmes/ start sheets and deliver money and unsold items to Meet manager
Announcer	Announcer: Should report at start of warm up. Needs to be a good sight reader and comfortable tackling unfamiliar names. Main tasks: announcing event and heat number; telling swimmers to report to marshal; announcing results/ finalists award winners.
Marshal	Marshal: Reports to gala secretary >30 minutes before session. Collects clipboard, pen, start sheets >10 minutes before session. 2 marshals. One signs in swimmers as they report. One seats swimmers in each heat in lane order and delivers them to the start as soon as the previous heat has begun. Reports to referee when swimmers fail to report.
Starter	Starter: Shares with the referee joint control of the start. Ideally SI Level 2 qualified but unqualified volunteers can carry out the role with support if necessary.
Stroke Judge	Stroke Judge: Reports at least 40 minutes before start. Is assigned working position by referee. Must observe the technique of swimmers in his/her side of the pool (i.e. 3, 4 or 5 lanes depending on pool size) and report to referee breaches of rules including turns. Referee makes final decision on disqualification.
Turn Judge	Turn Judge: Reports at least 40 minutes before start. Is assigned working position by referee. Must observe the technique of swimmers in his/her assigned lanes (ideally only 1) at one end of the pool from 5m out to first stroke on surface after turn and report to referee breaches of rules including turns. Referee makes final decision on disqualification.

Timing	Timing: Should be comfortable working with computers and under pressure of time. Should have attended training. May be required to use Aries or Colorado systems, setting distance for each event, overriding false touches and clearing system after each race.
Recorder	Recorder: Reports with other volunteers but job starts on completion of first event. Compares electronic results with timekeeper results and alerts referee when there is a discrepancy of >0.5 seconds. Usually one recorder reads out electronic time per swimmer, the other compares and both then mark off that swimmer on both records.
Computer	Computer: Should be comfortable working with computers and under pressure of time. Should have attended training. Working with HyTel computer system, ensuring accuracy of results and bringing questionable results to attention of referee.
Chief Timekeeper	Chief Timekeeper: Reports >30 minutes before session. Distributes stopwatches, pens, clipboards, timekeeper recording sheets to each lane. Starts 2 watches at start of each race as spare timepieces should a timekeeper's watch fail. May be asked to take the time first finisher in each race. Collects timekeeper recording sheets after each event (i.e when all heats in an event have been completed).
Results	Results: Reports with other volunteers but job starts on completion of first event. Delivers 3 copies of results: 1 to awards table, 1 posted for access by swimmers (poolside), 1 for access by parents (gallery).
Meet Manager	Meet Manager: Carries the responsibility to set up the gala; have programmes printed; install timing pads and wiring if necessary; ensure that all stationery, water are provided; manage volunteers.
Referee	Referee: Reports before start of warm up. Must be a qualified and experienced official who is the final arbiter on all decisions including fairness of start, officials time of each swimmer, conduct of all other officials.
Reserves	Reserves: May be called on when necessary.

Appearance

White top (preferable), clean, flat soled shoes, change of clothes in case you get wet!

Poolsides tend to be noisy, wet and very warm environments. Ideally bring lightweight clothes with you to change into in the changing cubicles provided (then when you have finished your duties you can go home in dry clothes!) Footwear should have a flat, clean sole (beware that flip-flops can be slippery on poolside). Wearing a white top shows that you are part of the gala team.

Behaviour

Be professional and impartial.